



## Mattoon Police Department –Police Officer Application Instructions

Thank you for your interest in the Mattoon Police Department. Please be sure to carefully review all application instructions and testing information.

### POLICE OFFICER APPLICATION INSTRUCTIONS:

1. Carefully review the **minimum requirements** on the following page. All requirements **must** be met by the specified deadline date(s). **Applicants who do not meet the minimum requirements will not be allowed to continue in the testing process.**
2. Visit [Recruitment.iosolutions.org](http://Recruitment.iosolutions.org) to complete the online application for the position of Police Officer. **THE DEADLINE FOR THE ONLINE APPLICATION IS WEDNESDAY, AUGUST 10, 2016 AT 4:00 PM.** When you have finished the application, you will receive a **CONFIRMATION NUMBER**. Save this number for your records.
3. Applicants may mail/ship or hand deliver application, release form and required documents:  
\*\*Applications via email will **NOT** be accepted
  - **MAIL/HAND-DELIVERY** – Gather all required documents, **sign and print** release form(s) and place all documents into an envelope. Mail/ship envelope via traceable carrier (FedEx, UPS, etc.) or hand-deliver to:  
**IOS Recruitment**  
**ATTN: Mattoon PD**  
**1127 S. Mannheim Rd., Suite 203**  
**Westchester, IL 60154**  
**Business Hours: 8:30 a.m. – 5:00 p.m. M – Th, 8:30 a.m. – 3:00 p.m. Friday, closed weekends and holidays**
4. Application and required documents must be received by IOS Recruitment **no later than 4:00 p.m. on Wednesday, August 10, 2016 at 4:00 p.m.** Documents delivered after the application deadline will **not** be accepted.

Please contact IOS Recruitment at (800)-343-HIRE or [recruitment@iosolutions.org](mailto:recruitment@iosolutions.org) with questions regarding the application, required documents or testing BEFORE the application deadline date.

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### ORIENTATION AND TESTING INFORMATION:

Candidates must attend the mandatory orientation, written examination, POWER test, and Physical Ability Testing on **SATURDAY, SEPTEMBER 10, 2016**. Doors will open at 8:15 a.m. Please arrive **no later than 9:00 a.m.** with a photo ID (driver's license, state ID, military ID) to sign-in. **There will be no late admittance.** Test will be held at:

**Lake Land College – Field House, Rooms 101 & 103**  
**5001 Lakeland Blvd.**  
**Mattoon, IL 61938**

Candidates will participate in a testing process that consists of a written examination and a subjective examination. The written examination will assess cognitive ability and non-cognitive factors. The subjective component will be administered in a written format and will assess behavioral skills including conflict resolution, integrity, initiative, service orientation, subordination and team orientation. **Testing is expected to take several hours; bringing a beverage and snack is highly suggested.**



**APPLICATION DEADLINE: WEDNESDAY, AUGUST 10, 2016 at 4:00 PM**

**POLICE OFFICER MINIMUM REQUIREMENTS:**

- \$25 non-refundable application fee
- U.S. citizenship
- No felony convictions
- High school diploma or equivalent (GED)
- Valid driver's license
- 21 to under 35 years of age as of September 10, 2016 *unless otherwise exempt\**
- Residency within 20 miles of City corporate limits, within six (6) months of hire
- Submission of an online application and all documents listed on the checklist by 4:00 p.m. on Wednesday, August 10, 2016
- A thorough background investigation including a full medical and psychological evaluation will be required prior to hire; complete disclosure and sincerity within your application is necessary. (A polygraph may be required)

*\*Candidates who have question regarding exemptions to the maximum 35 years of age hiring limitation should contact IOS Recruitment before 4:00 p.m. on Wednesday, August 10, 2016. Candidates must have been, or currently be, employed as a full-time police officer for a municipality, or if they have served in the U.S. military, then number of years of active duty is added to the maximum age of 35, not to exceed 10 years.*

**SALARY/BENEFITS AND HIRING INFO**

Starting Salary: \$46,563.53

After 1-Year Probationary Period: \$55,844.82

Department Size: 38

Mattoon Police Department anticipates a minimum of one (1) vacancy this year.